

- 1) The Van Meter City Council met for a regular council meeting on Monday, May 12, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:02PM. The following council members were present upon roll call: Bob Lacy, Kim Sacker, Elizabeth Tweed, and Mike Peterson. Owen Stump joined the meeting at 7:31PM.

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, City Engineer Bob Veenstra, and Public Safety Director William Daggett.

Members of the public present were Joe Herman, Johnny Boyd, Mike Scheidt, and Becca Wiederholt.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Peterson. Passed unanimously by those present.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing no citizen comments Mayor Adams closed the citizens hearing.
- 5) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt, “A Resolution Adopting the Revised Consent Agenda.” which included the following:
 - a. Minutes of April 14, 2014 City Council Meeting.
 - b. April Claims list

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	\$ 388.00
AG SOURCE LABORATORIES	TESTING - WA/WASTE WA	\$ 84.50
ANDERSON SERVICE	LIBRARY FURNACE/AC	\$ 4,110.00
APEX COMPANIES LLC	LEAKING UST	\$ 2,161.63
ARNOLD MOTOR SUPPLY	FD GAS CAP	\$ 16.18
BOB LACY	MILEAGE SMART CONFERENCE	\$ 23.52
BOBS AUTO PARTS	FIRE DEPT SEA FOAD	\$ 48.50
BOHLMANN INC	DRINKING FOUNTAIN PARTS	\$ 32.29
BROKEN ARROW WEAR	CODE 411 TSHIRTS	\$ 585.93
BRYAN ROCK PRODUCTS, INC	RED BALL DIRT REC COMPLEX	\$ 1,238.93
CASEY'S GENERAL STORE	GAS	\$ 1,713.22
CENTURY LINK	PHONE CHARGES CITY HALL	\$ 332.93
CULLIGAN	AUTOMATIC RENTAL	\$ 21.95
D&K PRODUCTS	TORDON/LIMESTONE	\$ 50.28
DALLAS CO TREASURER	REC COMPLEX TAXES	\$ 253.00
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	\$ 281.16
DELTA DENTAL	Employee Dental Ins	\$ 313.82
ED ROEHR SAFETY PRODUCTS	TASER CARTRIDGE	\$ 64.51
EFTPS	FED/FICA TAX	\$ 3,051.05
EFTPS	FED/FICA TAX	\$ 3,148.66
FOREST SEPTIC ENVIRONMENTAL	REC COMPLEX SEPTIC CLEANING	\$ 420.00
FORT DODGE STEEL INC	LOCKERS FOR FIRE DEPT	\$ 987.34

ILEA	ADMIN AND EVAL OF MMPI	
IMAGING TECHNOLOGIES	REHA	\$ 180.00
INDUSTRIAL CHEM LABS	QUARTERLY BILL MAY-AUG	\$ 322.27
IOWA ONE CALL	ROOT BEGONE	\$ 245.48
AMES POLICE DEPT	FAXES	\$ 26.10
IPERS	LECC EX TRAIING CONFERENCE	\$ 125.00
JANICE MILLER	IPERS	\$ 1,870.49
JIMS JOHNS INC	REIMBURSEMENT EASTER	\$ 320.32
LOWE'S	KYBO REC COMPLEX	\$ 156.00
MAFFIN OUTDOOR POWER & AUTO	REC COMP, CITY HALL, PW SHOP	\$ 424.42
MAGAZINE LINE	OIL CHANGE PD X 2	\$ 50.00
MASTERSON BOTTENBERG & EICHORN	SUBSCRIPTION	\$ 19.95
MENARDS	NPO LEGAL SERVICES	\$ 192.00
MIDAMERICAN ENERGY	SWING HANGERS	\$ 8.49
MULCHMART LLC	ELEC/GAS	\$ 2,312.22
MUNICIPAL SUPPLY INC	4' HARWOOD MULCH	\$ 159.20
PETTY CASH	IRRIGATION METERS, FITTINGS	\$ 863.40
RHODES INC	Library Postage	\$ 90.27
SERVICE MASTER BY RICE	TRACTOR DIESEL PUB WORKS	\$ 451.57
SHARLOTTE PETERSON	SEWAGE BACK UP IN RESIDENCE	\$ 1,420.33
SMITH'S SEWER SERV. INC	BACK UP SEWER LINE	\$ 162.18
SOUTHEAST TURF EQUIPMENT	HYDRO JET MAIN	\$ 292.50
SQUARE, INC	JOHN DEER BUNKER TRACTOR	\$ 7,900.00
THE HARTFORD	Credit Card Acceptance Fee	\$ 15.21
TREAS - STATE OF IOWA W/H	Employee Life/Dis Ins	\$ 235.57
UNIVERSITY OF IOWA	STATE TAX	\$ 550.00
US POSTMASTER	CPR RECERTIFICATION	\$ 84.00
VEENSTRA & KIMM INC	MAY UT BILLS/NEWSLETTERS	\$ 192.48
VERIZON WIRELESS	ENGINEERING SERVICES	\$ 2,668.08
WASTE CONNECTIONS	CELL PHONE CHARGES	\$ 365.31
WELLMARK	GARBAGE CONTRACT	\$ 6,221.97
WHITFIELD & EDDY PLC	Employee Health Insurance	\$ 4,273.35
	ATTORNEY FEES	\$ 4,277.00
***** REPORT TOTAL *****		\$ 55,802.56

c. April Financial Statement

FUND	RECEIVED	DISBURSED
GENERAL	99,667.86	46,554.68
LIBRARY TECHNOLOGY FUND	0.01	439.99
ROAD USE TAX	6,466.05	5,787.21
EMPLOYEE BENEFITS	31,975.95	5,170.06
EMERGENCY FUND	2,578.54	0.00
TIF-CR ESTATE	57,436.65	40,217.50
TIF-WH PINES SUBDIVISIO	17,157.16	0.00
TIF-POLK CO. BANK	10,830.39	0.00

PARK TRUST FUND	0.14	0.00
LIBRARY TRUST FUND	0.17	8,563.30
VM COMMUNITY BETTERMENT	0.00	35.00
REC CAPITAL FUND	0.00	7,900.00
DEBT SERVICE	31,915.26	0.00
SIDEWALK CAPITAL PROJEC	0.00	1,020.00
CEMETARY-PERPETUAL CARE	650.00	0.00
WATER	11,440.43	25,683.62
SEWER	9,690.64	10,943.81
REPORT TOTAL	279,809.25	152,315.17

- d. Approval of a proposal to install low pressure sewer at 2737 and 2745 Richland Circle with the caveat that the service lines are private improvements in the public right-of-way for which the City accepts no responsibility.
- e. Resolution #2014-9, "A Resolution approving an application for tax abatement for Legends Field House at 420 Mill Street."
- f. Resolution #2014-10, "A Resolution approving personnel transactions relevant to the Rec Position."
- g. Resolution #2014-11, "A Resolution approving a transfer of funds."
- h. Approval of the Veterans Reception Center's liquor license renewal and outdoor service permit.
- i. Approval of a Legal Services Agreement with Masterson, Bottenberg & Eichorn LLP.

Lacy moved supported by Peterson to adopt and approve Resolution #2014-12, "A Resolution Adopting the Revised Consent Agenda." Passed unanimously by those present.

- 6) Mayor Adams recognized Becca Wiederholt who presented the plans for Raccoon River Days and asked the Council to approve designated routes for the 5K race and parade. Moved by Peterson supported by Tweed. Passed unanimously by those present.
- 7) Mayor Adams recognized Jill Bright who presented a plan to relocate her Tropical Sno business to the City's right-of-way along Main Street near the intersection of Main and East. Moved by Lacy supported by Sacker to permit the set-up in the City's ROW until August 10, 2014. Passed unanimously.
- 8) Mayor Adams recognized Johnny Boyd who presented the Van Meter Community School District's proposed site plan for their west campus. City Engineer Bob Veenstra presented comments and the Planning and Zoning Commission's recommendations. Lacy moved supported by Peterson to approve the site plan subject to the following conditions: 1) that the School designate a walking path as presented to the pedestrian underpass, 2) that a public hearing be set for June 9, 2014 at 7:00PM for the City to gift a section of water main to the School for which the School will become responsible 3) that a final site plan be submitted that is not substantially different in character from the plans presented to Planning and Zoning and the City Council. Passed unanimously.
- 9) Mayor Adams opened the discussion relevant to a proposal to extend the building permit fee program. City Administrator Anderson withheld a recommendation so as to avoid a potential conflict of interest. After some debate Lacy moved supported by Peterson to defer action on the proposal for 6 months. On roll call the votes were as follows: Lacy - Yes, Sacker - Yes, Tweed - Yes, Peterson - Yes, Stump - No. Motion passed.
- 10) Mayor Adams asked Administrator Anderson to present the proposed purchasing policy. Anderson explained that he attempted to craft a policy that reflected the City Council's discussion and guidance at an earlier work session. Anderson noted the following provisions: 1) that budgeted purchases in excess of \$1,000 require 3 quotes, one of which must be from a local vendor if possible. 2) budgeted purchases in excess of 1 percent of a department's operating budget less wages and benefits or \$2,500 whichever is less requires the City Administrator's prior approval 3) budgeted purchases do not require prior Council approval 3) non-budgeted purchases in excess of \$2,500 require prior Council approval 4) the City Administrator is empowered to

establish whatever administrative purchase procedures he deems necessary, and 5) that \$2,500 is to be budgeted annual for the Economic Development Committee to use for the marketing and promotion of supporting local businesses. Moved by Sacker supported by Lacy to approve the policy as it was presented. Passed unanimously.

- 11) Mayor Adams asked Administrator Anderson to present the proposed public and media relations policy. Anderson explained that he attempted to craft a policy that reflected the City Council's discussion and guidance at an earlier work session. Anderson noted the following provisions: 1) that with the exception of elected officials and on scene emergency services, the City of Van Meter adopts a "single-voice" approach to public and media relations, 2) the City's designated spokesperson is the City Administrator, 3) all communications must receive the City Administrator's prior approval before being published or released to the media. City Attorney Fisk asked that he be permitted to add legalese. Moved by Peterson supported by Lacy to approve the policy as it was presented subject to the City Attorney's revisions. Passed unanimously.

12) Department/Committee Reports

City Administrator Anderson reported a special meeting is scheduled for Tuesday, May 27, 2014 at 6:30PM to amend the budget and discuss existing infrastructure. Anderson also reported on the annual League of Cities conference and progress with the Feller Museum.

Councilmember Lacy reported on progress with the Economic Development group and the work being done to organize and incorporate those efforts.

Councilmember Tweed asked that on the next meeting's agenda the Council consider appointing Mike Peterson as a police reserve officer.

- 13) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Peterson. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk